

SmartStream Coordination Meeting Minutes

July 6, 2004

Attendance: Sophia Bedard; Pete Bostian; Ken Dinsmore, Ed Green, Jeanne Hildebrand, Randy Keller, Mel Lambert, Dave Mayo, Cathy McClintock, Mark Testerman

1. Receiving Issues: Pete reported that they are working on bar coding the delivery ticket for Receiving and have obtained a demo program to capture bar codes and record signatures. It should be ready for implementation in approximately 4-5 weeks. Pete stated that the reader will cost approximately \$700 each and Dave noted that they are seven delivery personnel.
2. Purchasing – Subcontract Plan Reports: Pete and Ed met with Donna Follin last week to review Purchasing's requirements for the subcontracting plan reports. Based on the meeting, three immediate requirements were identified. One was to incorporate plan goals in the reports (which have been done already). The second was to produce a detail listing of purchases by buyer using various item, buyer and vendor classification criteria. The third was to add GRP1 buyers to the buyer activity report. Pete noted that the buyer's activity report will be one of the new web reports and that access to the web reports will become available once they determine how to update the SmartStream dbs.ini file.
3. Review of SmartStream Reports: Pete noted that they are initially working on converting the NCI reports listed by both Mel Lambert and Cindy Farling to be web based. Then they will decide which ones to do next. He is still waiting for the report list from Accounts Payable.
4. Pete reported that they may have solved the Accounts Payable problem where invoices remain in a "waiting for match" status. Mel identified the steps required to create the problem in the test system and GEAC supplied the solution. Since the cause of the problem and the fix was not related to AP processing while the match job was being run, he thinks that the processing restrictions placed upon the AP operators should be removed.
5. Mel requested that AI include the status descriptions as well as the status codes in the daily purchase order and requisition extract tables.
6. Ken Dinsmore reported that he had received a call from the SmartStream sales rep last week informing him that the version 7.0 release has been delayed until the first quarter of 2005 – they have experienced problems with the Sybase version.

The next meeting will be held Tuesday, **September 14**, 2004, at 9 AM in the Building 362 Conference Room.